

**Coordinator, Preventive Maintenance  
Alcorn State University**

Direct Link: <https://www.AcademicKeys.com/r?job=256984>

Downloaded On: Jul. 15, 2025 7:57am

Posted May 14, 2025, set to expire May 10, 2026

<b>Job Title</b>	Coordinator, Preventive Maintenance
<b>Department</b>	Facilities Management
<b>Institution</b>	Alcorn State University Lorman, Mississippi
<b>Date Posted</b>	May 14, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
<b>Job Website</b>	<a href="https://jobopps.alcorn.edu/postings/7622">https://jobopps.alcorn.edu/postings/7622</a>

**Apply By Email**

**Job Description**

The incumbent plans and manage maintenance for the university's equipment, systems, and buildings. He/she works to prevent costly downtime by ensuring that equipment is well-maintained.

**Knowledge Skills and Abilities**

- Knowledge of budget preparation, cost estimating, monitoring, and fiscal management principles and procedures
- Good communication skills
- Skilled in the use of computers and related software applications
- Ability to multitask and manage time
- Ability to establish and maintain effective relationships with team members and vendors
- Ability to independently work with managers in coordinating and scheduling maintenance programs in various areas of the university.
- Ability to establish, implement, and maintain operating goals and objectives

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- Ability to work proactively

### **Essential Job Functions**

- Maintains records of planned and completed maintenance
- Performs random checks of PM for equipment handled by external contractors to ensure reliability and quality of work
- Prepares and monitors various paper and electronic records related to maintenance
- Develops and maintains task code library, adding new tasks as needed
- Develops and maintains required parts list per piece of equipment
- Utilizes computerized systems to input PM orders and track status and/or completion
- Maintains and adheres to all safety and code requirements of the Federal, State, Local and Board of Education guidelines
- Assists in the supervision of maintenance personnel in daily operations
- Assists in the performance of the preventative maintenance program
- Works with various software applications, entering and retrieving data as needed

### **Qualifications**

Over five (5) years of experience in the maintenance and repair of plant electrical, mechanical or instrument equipment; or an equivalent; or an equivalent combination of training and experience.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

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